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MINUTES

Standing Committee on Policy • Board of Trustees • Batavia Public Library District

Special Meeting

Tuesday • 3 March 2020

1. **Call to Order**

Trustee Smith called the meeting to order at 6:47 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Call the Roll**

Committee Members Present: Diane L. Blodgett, Jennifer M. Culotta, and Jo Ann Smith

Committee Members Absent: None

Other Trustees Present: None

Staff Members Present: Director George H. Scheetz and Deputy Director Joanne C. Zillman

Visitors Present: None

3. **Approve the Agenda**

Trustee Smith asked whether there were any changes to the agenda.

Motion by Trustee Culotta to approve the agenda, as presented. Seconded by Trustee Blodgett. All: Aye. The motion carried.

4. **Approve the Minutes:** Tuesday, 4 February 2020

Trustee Smith asked whether there were any changes to the minutes.

Motion by Trustee Blodgett to approve the minutes of the special meeting, as presented. Seconded by Trustee Culotta. All: Aye. The motion carried.

5. **Friends of the Batavia Public Library**

Trustee Smith stated that the purpose of this agenda item was to review “An Agreement by and between the Batavia Public Library District and the Friends of the Batavia Public Library,” which is scheduled to expire later this year unless continued by mutual consent.

Director Scheetz reported that the Board of Directors, Friends of the Batavia Public Library (“Friends Board”), has expressed an interest in continuing this agreement and has undertaken a review of its provisions for that purpose.

The Standing Committee on Policy is requested to review the agreement, as well. Director Scheetz will incorporate changes proposed by the Friends Board and the Policy Committee into a revised agreement for final review (and ultimately approval) by both parties.

6. **Statement of Purpose** (Trust & Track Institute)

Trustee Smith stated that the purpose of this agenda item was to recommend that the Board of Library Trustees approve a proposal from Trust & Track Institute to develop (in collaboration with a team from the Library) a written statement of purpose and integrate that purpose statement into everyday operations.

Director Scheetz noted that this agenda item relates to the Annual Goal Plan for Library Director (2019–2020), Goal E–1 (“Organizational Identity: Statement of Purpose”)

As a first step in focusing on the Library’s organizational identity, in collaboration with employees and Trustees, develop a written statement of purpose by 30 June 2020 and work to make that purpose real; that is, operate with a clear purpose.

Trustee Culotta wondered whether it was the right time to begin work on a statement of purpose, in the unsettled environment following the consultant’s report on appropriate staffing levels. Discussion followed.

Director Scheetz expressed the belief that such a project, which focused on the organization’s identity and involved significant staff involvement, was a healing force. Discussion followed.

Trustee Smith expressed support for a written statement of purpose. Discussion followed.

The consensus of the Committee was to defer Goal E–1 to the first half of the next Fiscal Year.

7. **Annual Goal Plan for the Library Director for July 2019–June 2020: Committee Review**

Trustee Smith stated that the purpose of this agenda item was to review the Director’s progress on the Annual Goal Plan for the Library Director for July 2019–June 2020.

The Committee undertook a review of the Annual Goal Plan. Discussion followed.

In response to a question from Trustee Smith, discussion followed on the “Current Status” of Goal D–1, Objective (a), “Visibility.”

The consensus of the Committee was that Director Scheetz should keep a log as a new approach to measuring the effectiveness of Objective (a).

The Committee noted that Goal E-1 was deferred at the Committee’s request and acknowledged Director Scheetz’s positive progress on the Annual Goal Plan.

8. **Future Agenda Items**

- Strategic Plan and Speak Up! Recommendations: Objectives / Projects for Year Six (July 2020–June 2021) (April 2020)
- Minimum Wage Law: Transition Plan for Year 2 (April 2020)
- Personnel Complement Detail and Authorized Personnel Strength (formerly Staffing Assessment)

- Cannabis Regulation and Tax Act [410 ILCS 705 et seq.]
- Bylaws of the Board of Library Trustees
- Policy on Reimbursement of Employee Expenses (pursuant to 820 ILCS 115 / 9.5)
- Policy on Leave of Absence without Pay
- Policy on a Safe and Healthful Workplace
- Review Cycle for Library Policies: Strategic Plan (2017–2018): Objective / Project 4

9. **Comments from the Committee**

There were no additional comments from the Committee.

10. **Next Meetings or Events**

- a. *Daylight Saving Time Begins at 2:00 a.m. (2nd Sunday in March), Sunday, 8 March 2020*
- b. *Freedom of Information Day, Monday, 16 March 2020 — annual event on or near March 16, the birthday of James Madison, who is widely regarded as the Father of the Constitution and the foremost advocate for openness in government*
- c. *Board of Library Trustees (Regular Meeting), Tuesday, 17 March 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- d. *Trivia Bee for Literacy, Saturday, 21 March 2020, 9:00 a.m.–12:00 p.m., FONAI International Inc.*
- e. *138th Anniversary of the Board of Library Trustees of the Batavia Public Library (4 April 1882–2020), Saturday, 4 April 2020*
- f. *139th Anniversary of the Batavia Public Library (5 April 1881–2020), Sunday, 5 April 2020*
- g. ***Standing Committee on Policy, Tuesday, 7 April 2020, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library***
- h. *Good Friday, Friday, 10 April 2020, Library Open [I]*
- i. *Easter, Sunday, 12 April 2020, Library Closed*
- j. *National Drop Everything and Read (D.E.A.R.) Day, Sunday, 12 April 2020 — annual celebration on April 12, the birthday of Beverly Cleary—who wrote about D.E.A.R. in Ramona Quimby, Age 8—to remind and encourage families to make reading together on a daily basis a family priority [Note: The sponsors decided to “drop” the “day” and now promote D.E.A.R. as a month-long event in April.]*
- k. *National Library Week (63rd Annual Observance, 1958–2020), Sunday–Saturday, 19–25 April 2020 — to celebrate libraries and librarians and the pleasures and importance of reading, and invite library use and support — 2020 Theme: “Find Your Place at the Library”*
- l. *Board of Library Trustees (Regular Meeting), Tuesday, 21 April 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- m. *Preservation Week (11th Annual Observance), Sunday–Saturday, 26 April–2 May 2020 — launched by the Association for Library Collections & Technical Services (ALCTS) in 2010*

to celebrate collecting and preservation on the community level and highlight local institutions as a source of preservation information

- n. Children’s Book Week (102nd Annual Observance), Monday–Sunday, 27 April–3 May 2020 — “A great nation is a reading nation.”—Melcher [Note: Verify dates; now sponsored by Every Child a Reader, a 501(c)(3) not-for-profit organization.]*
- o. Día = El día de los niños / El día de los libros (Children’s Day / Book Day), Thursday, 30 April 2020 — a celebration of children, families, and reading; emphasizes the importance of advocating literacy for every child regardless of linguistic and cultural background*
- p. **Standing Committee on Policy, Tuesday, 5 May 2020, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library***
- q. Board of Library Trustees (Regular Meeting), Tuesday, 19 May 2020, 7:00 p.m., Elizabeth L. Hall Conference Room*
- r. Sunday before Memorial Day, Sunday, 24 May 2020, Library Closed*
- s. Memorial Day (last Monday in May), Monday, 25 May 2020, Library Closed [F]*
- t. Summer Library Hours on Sunday Begin (1:00–4:00 p.m.) (Sunday after Memorial Day), Sunday, 31 May 2020*
- u. **Standing Committee on Policy, Tuesday, 2 June 2020, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library***

11. **Adjournment**

Motion by Trustee Culotta to adjourn the special meeting. Seconded by Trustee Blodgett. All: Aye. The motion carried.

Trustee Smith declared the meeting adjourned at 8:01 p.m.

Respectfully submitted,

George H. Scheetz
Director